

8. PLAN MAINTENANCE PROCEDURES

8.1 Monitoring, Evaluating and Updating the Plan

Requirement: §201.4(c)(5)(i): [The Standard State plan must include an] established method and schedule for monitoring, evaluating, and updating the plan.

This Plan update was prepared with Team Members from ADEM and other state agencies. In order to keep the Plan current and build upon previous hazard mitigation planning efforts and success, the State will utilize the Planning Team to monitor, evaluate, and update the Plan on an ongoing basis.

Plan Monitoring & Evaluation

Due to the briefness of the state plan valid period and what is reasonable, we will evaluate our Plan one year after its FEMA approval date. What would normally be the next annual monitoring/evaluation, will be done during the update planning process as we begin that process one year prior the Plan's expiration date. Additional reviews may occur upon receiving a presidential disaster declaration or when required/needed due to changes in federal/state regulations and/or legislation that have an impact on the hazard mitigation program.

The Planning Team will provide an evaluation of the Plan by focusing on the following:

- Effectiveness & appropriateness of Goals/Objectives and Actions/Projects;
- Approval of local plans or plan updates since the last monitoring and incorporate any new information into this Plan; and
- Notable changes in the State's risk to natural hazards;
- Impacts of land development activities and related programs on hazard mitigation;
- Progress on implementation of the Plan. This may include identification of problems and suggested improvements;
- Actual implementation progress versus expectations;
- The adequacy of resources for implementation of the Plan;
- Participation of State agencies and others in the Plan's implementation versus expectations.

The Planning Team will be responsible for summarizing the information gathered during the annual review and reporting this information to the Director of the Division of Emergency Management within 3 months. The summary report may include recommended revisions to the Risk Assessment, the State's goal and objectives, projects and timelines and may reflect major changes in policies, programs, and funding.

During the last Plan cycle, the Plan was evaluated on an ongoing process as changes were instituted to integrate the Plan with Emergency Management Accreditation Program (EMAP) standards. We were also constantly evaluating the Plan as we were assisting the local jurisdictions in developing their first plan updates. Since the beginning of our DMA2K planning, much has been learned and many ways of making our plans more meaningful and effective have been developed. In developing these ideas into changes in our Plans, we must consider both the State and all our local plans, as we believe in a standard plan format and flow, enabling smoother integration. The information in this Plan is heavily referred to and/or used for inclusion in other agency activities and in our brochures.

Updating

The *Disaster Mitigation Act of 2000* requires the updating of state level hazard mitigation plans every three years. To ensure this occurs, approximately one year prior to the update due date, the Planning Team will undertake the following activities:

- Analyze and update the State's risk to natural and man-made hazards;
- Perform the a review and review the previous evaluation;
- Review and revision of the Mitigation Strategy, including goal, objectives & potential actions;
- Prepare a new Action Plan with prioritized actions, responsible parties, and resources;
- Prepare a new draft *State of Arizona Multi- Hazard Mitigation Plan* for adoption;

- Submit an updated Plan to FEMA for approval;
- Consideration of annual reviews and project monitoring since last Plan approval

Each three year update will be developed using information according to a specific cut-off date. This section of each update will indicate the cut-off date for the next update. The cut-off date used for the update due in December 2013 will be March 2013.

This Plan is a living document and, as discussed above, will be reviewed, updated, adopted and submitted to FEMA for approval every three years. The annual progress and post-disaster review will include key members of the Planning Team, to be determined by the SHMO and/or the Hazard Mitigation Planning Program Manager.

We will ensure monitoring and reviewing activities are performed as schedule by:

- Storing all Plan documents on the Mitigation Office's shared main computer network drive;
- Ensure network system is backed up every night;
- Post scheduled dates on the Mitigation Office staff calendar, paper and shared through computer;
- Add scheduled dates to the "HMGP Administrative Plan."